

# DUNS Number & CCR FAQs

Beginning October 1, 2010, all Cooperator/Recipients receiving federal awards must have a DUNS (Data Universal Numbering System) Number and be registered with the CCR (Central Contractor Registration) as outlined in [2 CFR Part 25, Financial Assistance Use of Universal Identifier and Central Contractor Registration](#).

## DUNS Number Requirements

### **Who needs a DUNS number?**

All organizations receiving Federal financial awards (grant, cooperative agreement, contract) or subawards must have a DUNS number. Individuals are exempt.

### **How do I find out if my organization already has a DUNS number?**

Your chief fiscal officer, treasurer, business manager, executive director, or accountant is likely to be able to provide your organization's DUNS number. Many larger organizations such as universities, supervisory unions, non-profits, and other private contractors are likely to already have a DUNS number. If you don't know if you have one, you can also search the Dun & Bradstreet website: <http://fedgov.dnb.com/webform/CCRSearch.do>.

### **I've received federal grants/cooperative agreements for several years without a DUNS number. Why do I need one now?**

Although these requirements have existed for a number of years for contracts, the regulations were officially implemented for grants and cooperative agreements in the Federal Register on September 14, 2010. The regulation had an effective date of October 1, 2010. In addition, this is a new requirement for subawardees.

### **How do I get a DUNS number?**

DUNS numbers are provided by Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through [D&B's website](#). Typical turnaround time for a web request is 1-2 business days. If you need your DUNS number immediately, you can make the request by phone (US, Puerto Rico and Virgin islands only) and will be assigned a DUNS number during the call.

#### **Contact Dun & Bradstreet**

Phone: **866-705-5711**

Website: <http://fedgov.dnb.com/webform/displayHomePage.do>

### **Who can obtain a DUNS number for my organization?**

An authorizing official of the organization, not a project director, should request a DUNS number. The following is a list of the information you will need in order to obtain it:

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

### **How much will it cost to get a DUNS number?**

Obtaining a DUNS number is FREE for all federal grant, cooperative agreement, and contract applicants. Contact Dun & Bradstreet directly using the contact options listed above and you will quickly and easily obtain a DUNS number at no charge. There are companies who may offer to help you obtain a DUNS number for a fee, but this service is not necessary.

Dun & Bradstreet may also offer to sell their products to you for a fee, but purchase is not required to obtain a DUNS number.

### **My organization has more than one DUNS number. How do I know which one to use?**

DUNS numbers are issued by the physical location of the organization. Therefore, some organizations may have multiple DUNS numbers. Use the DUNS number associated with the location of the organization that is doing business with ARS.

### **My organization is not in the United States. Do I still need a DUNS number?**

DUNS numbers are required for all organizations, foreign or domestic, doing business with the Federal Government. In rare instances, a foreign cooperator whose award or subaward is less than \$25,000 can request a waiver from ARS/EAD. EAD may approve the request for a waiver when it is determined that it is impractical for the foreign cooperator to comply with the DUNS and CCR requirements.

## **CCR Registration**

### **What is CCR?**

CCR is the Central Contractor Registration database. It is a federally operated database that collects, validates, and disseminates information about organizations that do business with the federal government via contracts, grants, and cooperative agreements.

### **Who has to register with CCR?**

Any organization that is receiving a financial assistance award from ARS must be registered in the CCR. All organizations who require a DUNS number, as defined above, must also register with CCR before a grant/cooperative agreement/contract can be issued.

### **How do I register with CCR?**

To register with CCR, go to [www.ccr.gov](http://www.ccr.gov), and click "Start New Registration" to begin. Your organization must have a valid DUNS number and you must know your organization's Federal Tax Identification Number (TIN). Foreign organizations do not need a Tin number to register in the CCR. Be sure to use the primary DUNS number for your organization, which should be the same DUNS number used on the grant/cooperative agreement/contract as described above.

CCR Registrations must be renewed at least every 12 months to remain valid.

### **How do I find out if my organization is already registered in the CCR?**

You can perform a public search on CCR to find your organization's registration. Go to [the CCR website](http://the CCR website), click on "Search CCR," and search using DUNS number, CAGE Code, or organization name. If your organization chose "the opt out of public display" option in its registration, you will not be able to see that registration on the public search site.